



## Checkout Navigation

When finished reviewing the details of your Cart, adjusting any quantities, and applying any discounts, clicking the "Checkout" button will begin the process of checking out.

## Billing Information

The first page reached is the Billing Information page. There are a couple important features to note about this page:

### Billing Information

An asterisk (\*) indicates a required field.

Click here to Pay on Account (billing address cannot be modified)

**IF PAYING BY CREDIT CARD, ENTER YOUR BILLING ADDRESS.**

Company Name:

MILDRED PIERCE CAFE

Use this as my Shipping Address.

First Name: \*

Last Name: \*

Address Line 1: \*

786 RANDOLPH AVENUE

Address Line 2:

City: \*

SAINT PAUL

State: \* Zip Code: \*

MN 55102

Phone Number (xxx-xxx-xxxx):

Tax ID Number:

I certify that this is a valid tax ID number and this order qualifies for sales tax exemption.

Continue >

Billing Information page.



First, notice the ability to use multiple saved addresses using the drop down box under the title "Billing Address: \*". Once shipping addresses have been added to the "My Account" page or saved here on this page, you will be able to choose from multiple addresses in this drop down to automatically fill in the data.

A screenshot of a web form. At the top, the text "Reference Name:" is displayed in a small, grey font. Below this text is a rectangular text input field with a thin orange border. Underneath the text box is a checkbox, which is currently unchecked, followed by the text "Save address for future use" in a small, grey font.

Text box for saving an entered address for future use.

Second, see the checkbox at the top titled "Click here if Paying By Account". This checkbox *only* appears if you've have been given the explicit ability to pay on account/charge to this account. *If you are a charge customer but unable to charge via the web, contact your local branch to activate this feature for you.* By checking this box, a few things occur: (1) all address information is automatically filled in by the system such that it matches the "bill to" address information. The customer name, address, etc. text boxes all become disabled from editing, and the drop down selector disappears, as does the "Reference Name" text box at the bottom. *You may not change the bill to information when choosing to pay on account. If you find an error, please contact your local branch to correct.* (2) The Reference Name information at the bottom of the screen also disappears.

Third, see the "Tax ID Number" text box and checkbox. If you are tax exempt, you much check this box and enter your tax ID #.

### ***Shipping Information***

As on the Billing Information page, you may select a saved address or enter a new one with the option to save that address for future use. Select a shipping method (Ground, 2-day, Next Day). Notice that the Bill To information shows on the right hand side of the screen for your reference.



## Shipping Information

An asterisk (\*) indicates a required field.

Shipping Address: \*

home

Shipping Method: \*

UPS Ground \$17.99

First Name: \*

Violet

NOTE: Shipping to P.O. boxes, A.P.O. and F.P.O. addresses are not permitted.

Last Name: \*

Johnson

Address Line 1: \*

2113 9th St

Address Line 2:

City: \*

Minneapolis

State: \* Zip Code: \*

MN 55413

Phone Number (xxx-xxx-xxxx): \*

612-555-2456

Reference Name:

home

Save changes to this address

Continue >

Shipping Information page.



### ***Payment Information***

The Payment Information page changes depending on whether the order will be paid via Account or Credit Card.

#### Payment Information

|  |                              |
|--|------------------------------|
| <b>ENTER YOUR PAYMENT METHOD.</b>            | <b>PAYMENT SUMMARY</b>       |
| PO Number:<br><input type="text"/>           |                              |
| <input type="button" value="Continue &gt;"/> |                              |
|  | Item(s) Subtotal: \$149.95   |
|  | UPS Ground: \$15.00          |
|  | Sales Tax: \$11.13           |
|  | .....                        |
|  | <b>Order Total: \$176.08</b> |

Payment Information page for Pay on Account.



### Payment Information

An asterisk (\*) indicates a required field.

**ENTER YOUR PAYMENT METHOD.**

Payment Type \*  
New Credit Card

Card Type \*  
Card Type

Cardholder Name \*

Card Number \*

Expiration Date \*  
Month Year

Security Code \*  
[What's this?](#)

Reference Name:

Save this card for future use

**PAYMENT SUMMARY**

|                     |                 |
|---------------------|-----------------|
| Item(s) Subtotal:   | \$426.76        |
| UPS Ground:         | \$15.00         |
| Sales Tax:          | \$27.53         |
| Discount:           | \$42.68         |
| <b>Order Total:</b> | <b>\$426.61</b> |

[Continue >](#)

Payment Information page for Credit Card purchases.

### **Review Order**

The review order page displays the summary of all the information taken during the shopping and checkout process up to this point. The left side of the screen shows the information from the Shopping Cart with the detail of the customizations. The right side shows the bill to, ship to, and payment information. The bottom shows the complete total for the order including any discounts applied, tax, and shipping charges. You are now ready to place your order by clicking "Process Order".

## Review Order

Please note that your order is not complete until you click the "Process Order" button.



| Product   | Price                              | Qty | Cust Fee | Subtotal            |   |
|---|------------------------------------|-----|----------|---------------------|---|
|  3302 - Her Essential Easy-Care Polo<br>Red / S<br>Sku: 3302REDS                       | \$14.99                            | 12  | \$0.00   | \$179.88            | <b>BILL TO</b> <a href="#">Edit</a><br><br>786 RANDOLPH AVENUE<br>SAINT PAUL, MN 55102                            |
|  F8 - Full-Length 2-Pocket Adjustable Bib Apron<br>Royal Blue / OSFA<br>Sku: F8RBLOSFA | <del>\$8.99</del><br><b>\$6.96</b> | 25  | \$0.00   | \$174.00            |   |
|   |                                    |     |          | Item(s) Subtotal:   | \$353.88  |
|   |                                    |     |          | UPS Ground:         | \$17.99   |
|   |                                    |     |          | Sales Tax:          | \$0.00  |
|   |                                    |     |          | <b>Order Total:</b> | <b>\$371.87</b>   |
| <a href="#">Process Order</a>   |                                    |     |          |                     | <b>SHIP TO</b> <a href="#">Edit</a><br><br>Violet Johnson<br>2113 9th St<br>Minneapolis, MN 55413<br>612-555-2456 |
|   |                                    |     |          |                     | <b>PAYMENT</b> <a href="#">Edit</a><br><br>Payment on Account<br>\$371.87   |

Figure 1: Review Order page with order summary information.

## Order Confirmation

After placing the order, you will see an Order Confirmation page. The confirmation number displayed at the top of the page is the order number.



You may print the page by clicking the Print icon in the upper right hand corner. This will open a print dialog box.



### Order Confirmation: #80003940

Thank you for your order. A detailed order confirmation will be emailed to you within minutes.

Print

| Product   | Price                       | Qty | Cust Fee | Subtotal        |
|---|-----------------------------|-----|----------|-----------------|
|  3302 - Her Essential Easy-Care Polo<br>Red / S<br>Sku: 3302REDS                       | \$14.99                     | 12  | \$0.00   | \$179.88        |
|  F8 - Full-Length 2-Pocket Adjustable Bib Apron<br>Royal Blue / OSFA<br>Sku: F8RBLOSFA | <del>\$8.99</del><br>\$6.96 | 25  | \$0.00   | \$174.00        |
| Item(s) Subtotal:   |                             |     |          | \$353.88        |
| UPS Ground:   |                             |     |          | \$17.99         |
| Sales Tax:  |                             |     |          | \$0.00          |
| <b>Order Total:</b>   |                             |     |          | <b>\$371.87</b> |

[Continue >](#)

#### BILL TO

786 RANDOLPH AVENUE  
SAINT PAUL, MN 55102

#### SHIP TO

Violet Johnson  
2113 9th St  
Minneapolis, MN 55413  
612-555-2456

#### PAYMENT

Payment on Account  
\$371.87

Order Confirmation page displaying the order number and all order details.

### ***Emailed Order Confirmation***

Once the order is placed, an order confirmation will be sent to the email address registered to the account.

### ***Emailed Shipping Confirmation***

Once the order is shipped, a shipment confirmation with UPS tracking number will be sent to the registered email address.